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ABSTRACT

Organizational procedures and appropriate forms for high school students to conduct a community survey of non-registered voters are provided. Duties for student coordinator, field staff, and clerical staff are described and a flow chart depicts the relationship of personnel to one another and to the community. Students are instructed to notify people in the district by postcard prior to the survey, distribute press releases, contact local officials, and provide a list of canvassers to the police department. They are also advised about proper procedures in conducting the survey. Instructions for clerical personnel include compiling names of unregistered voters and names of persons requesting notices of registration time and places. Sample postcard forms and canvass sheets are included. (KC)

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ED223533

VOTER REGISTRATION FORM

PLEASE PRINT OR TYPE

1 Name:

LAST FIRST MIDDLE

2 Birth Date:

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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3 Residence:

STREET ADDRESS APT NO

4 I have resided at the above address since:

MONTH DAY YEAR COUNTY

5 Where did you last register to vote?

STREET ADDRESS AP

COUNTY STA

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

6 I am ☐ I have been naturalized/Straight citizen.

I was born

MONTH DAY YEAR MUNICIPALITY TE

7 By the time of the next general election, I will be at least ... years of age, will be a citizen of the United States, and I will have resided in this State ... 30 days and the ... at least 30 days. To the best of my knowledge and belief, all foregoing statements made by me are true and correct. I understand that if false or fraudulent registration or attempted registration may subject me to a fine of up to $1,000.00 imprisonment of up to 5 years or both pursuant to R. S. 19:34-1.

SIGNATURE OF MARK DATE

8 I, being a registered voter in ... County of ... State of New Jersey, witnessed the above signature or mark

SIGNATURE DATE

NAME (Please print)

MUNICIPALITY COUNTY ZIP

9 ... to sign his or her name, the voter shall make his or her mark, which mark shall be witnessed by ... nature, name and residence of the registered voter in the State of New Jersey ... form are

DATE

NAME (Please print)

MUNICIPALITY COUNTY ZIP

HELLO ARE YOU REGISTERED?

SP014 125

HELLO, ARE YOU REGISTERED?

The Institute for Political and Legal Education was developed through the cooperative efforts of the Institute staff, educators in local New Jersey districts, and the staff of the Office of Program Development, Division of Research, Planning, and Evaluation/Field Services, the Department of Education, State of New Jersey. The political and legal materials were developed between 1971 and 1974 with funding from the Elementary and Secondary Education Act, Title III.

In 1974 the political education program was validated as successful, cost-effective, and exportable by the standards and guidelines of the United States Office of Education. As a result the program is now funded through ESEA, Title III as a demonstration site to provide dissemination materials and services to interested educators.

HELLO, ARE YOU REGISTERED?
Institute for Political and Legal Education
Pitman, New Jersey
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INTRODUCTION

Voting has declined in the last decade as exemplified by the fact that in 1972 only slightly more than three out of five of the potentially eligible voters actually cast their votes. People who failed to register to vote comprised the largest group of non-voters. While there are many theories as to why people do not register, studies have concluded that if registration procedures were made easier, particularly by establishing more convenient times and locations for registration, than registration and hence voting would increase.

Even though qualifications and procedures vary from state to state, registration is the first step to voting in each of the fifty states. Consequently, students embarking on a community canvass for voter registration have a unique opportunity to provide vital service in fostering the democratic process.

This manual, in outline form, is designed to assist students organize and conduct an effective canvass prior to actual voter registration and then participate in the follow-up process. Space has been provided for notes that students may take in the course of their training. Institute personnel can be instrumental in securing voter registration sites to accommodate those people who have been identified as wanting to register in the canvass. If some of the Institute personnel are 18 years old and registered voters, those individuals may actually register citizens in some states (i.e. New Jersey and California.)

PHASE I

ORGANIZATION AND APPLICATION OF "GRASSROOTS"
REGISTRATION CAMPAIGN

I. PERSONNEL

The organizational flow chart indicates the major personnel necessary, their relationship to one another and to the community, and the chain of command.

CHAIN OF COMMAND:

OVERALL COORDINATOR

Selects districts.

Arranges sites.

Acts as liaison with Police, local officials, civic groups.

Makes "Deadlines" and ADHERES TO THEM!

Establishes operational guidelines for Institute personnel.

FIELD STAFF

F. S. Coordinator:

Assumes responsibility for technique instructions.

Assumes responsibility for technique instructions.

Assumes maximum coverage of district.

Determines when district is completed with all canvass sheets completed.

CLERICAL STAFF

C. S. Coordinator.

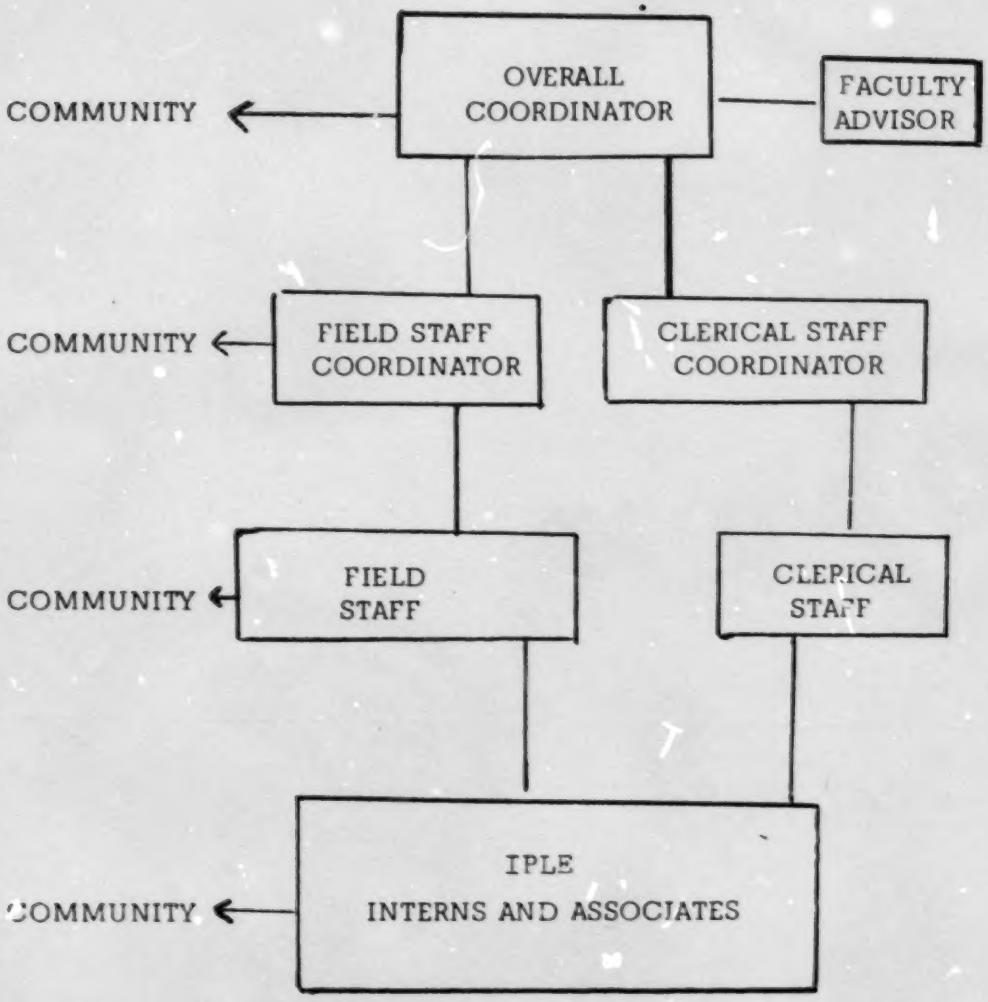
Interpretation of canvass sheets.

Tabulates and interprets canvass sheets.

Oversees preparation of "Worksheets".

Meets deadline dates.

ORGANIZATIONAL FLOW CHART



II. SELECTION OF DISTRICTS TO CANVASS

A. Investigate districts within the community

1. City Districts - ideal because homes are close together in small area.

2. Apartment complexes - easy to canvass but difficult to register.

3. Suburban districts - time consuming to canvass due to distances.

B. Compare statistical data among districts to determine where there are:

1. Numerous new residents (i.e. recent housing developments)

2. Low number of registered voters in relation to high population.

C. Choose districts with highest probability of large number of registrants in the smallest area.

NOTES:

III. NOTIFICATION

A. Notify sufficient people in the district seven to 10 days in advance. (see sample.)

B. Distribute press releases to all available media - newspapers, radio stations and television.

C. Prepare list of canvassers and procedures of canvass for the Police Department. VERY IMPORTANT! (avoids detention and arrest of workers.)

D. Contact local officials, party and civic leaders

E. Place posters in large gathering places (i.e. shopping centers, libraries.)

NOTES:

Sample Postcard

The Institute for Political/Legal Education of_____

_____H.S. will be conducting a registration

canvass drive on_____at_____a.m./p.m.

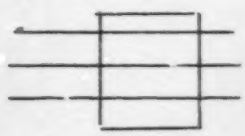
Actual registration will take place at_____

on_____from_____p.m. 'til__

'til_____p.m.

Thank you,

Students, I.P.L.E._____H.S.



Mr. John Q. Public
123 Elm Street
Trenton, N.J.

IV. TECHNIQUES: ESSENTIAL TO MASTER FOR SUCCESS

1. Always knock firmly.

2. Be courteous, factual and professional in your approach to residents.

3. Wear the student ID badge and work in m/f teams.

4. Use a clipboard for comfort in writing, and to re-enforce the "professional" image.

5. Place your foot at the bottom of the door to prevent dogs and/or children from lunging at you!

6. Develop and use an election fact sheet which gives information on the election board, time and location of registration units, registration requirements and procedures, election law, major candidates and issues in the forthcoming election plus a central telephone number which may be called for more information. You may decide to distribute the fact sheet as a voter education effort.

7. Use a standardized information form (illustrated below) and take care to record all information carefully. A friendly introduction will inevitably produce better results!

Good Morning--I'm working with the Institute for Political and Legal Education of_____High School. The Institute is canvassing this neighborhood regarding voter registration. Your response to the following brief questions would be most helpful and perhaps assure your participation in the electoral process.

SAMPLE: IPLE CANVASS SHEET

I.

Name:	Remarks:
Address:	
Phone:	

II. Are you registered or not? Yes___ No_____

Will anyone else in the house be of Voting Age before Election Day ? (a) (b) (c)

III. Needed:

	Yes	No
C.A. Card?	___	___
Ride	___	___
Babysitter	___	___

8. Return completed forms for tabulation and follow-up.

9. Visit every home in your assigned area.

NOTES:

V. PROCESSING (Clerical Staff)

Compile worksheets by street address listing:

a. The names of all unregistered voters.

b. The names of all unregistered voters wanting "follow-up" notices of registration times and dates.

c. The names of all persons requesting change of address cards.

NOTES:

PHASE II

THE REGISTRATION OF NEW VOTERS

I. SECURING REGISTRATION SITES: WHERE AND HOW?

Request mobile registration units, if permitted in your state, for canvassed districts through local officials. If this effort is not successful, be sure town clerks adhere to the election law requiring offices to be open for registration prior to the deadline.

NOTES:

II. REGISTERING VOTERS

A. Assist in local registration drive

1. Disseminate information on dates, times and places for registration to those who requested it during the canvass.

2. Provide babysitting and/or transportation for those who requested it.
Manpower needs: 3 per street
driver to remain with the car
m/f team

If Institute manpower is exceeded, contact civic groups for assistance, i.e. Political Clubs, League of Women Voters.

B. Participate in actual registration process where state law permits (i.e. New Jersey, California) and 18 year old personnel is available.

New Jersey:
1) Obtain registration forms.
2) Visit homes where potential registrants have been identified.
3) Witness the completion of the form by the potential registrant. (see sample)

California:
1) Become a deputy voter registrar after completing county training course.
2) Secure necessary materials and identification card permitting you to register in any location within the county.

NOTES:

IMPORTANT: INSTRUCTIONS

Please read carefully before completing form

1. Items 1, 2, 3, 4, 6 & 7 must be completed in full by the applicant. Complete item 5 only if you were previously registered.

   NOTE: If applicant is unable to sign his or her name, a mark must be affixed to the line designated "Signature or Mark" on line 7, then item 9 must be completed by the person who filled out the card.

2. Item 8 must be signed by a registered voter of the State of New Jersey.

   NOTE: If applicant is **unable** to sign his or her name, item 8 may be omitted.

3. **COMPLETE BOTH FORMS.**

Qualifications for an eligible voter

By the time of the next general election:
You will be at least 18 years of age.
A citizen of the United States.
Will have resided in New Jersey and in the county in which you are registering 30 days.

DETACH INSTRUCTION PANEL ALONG DOTTED LINE BEFORE MAILING FORM

18282

VOTER REGISTRATION FORM

PLEASE PRINT OR TYPE

1 Name: LAST FIRST MIDDLE

2 Birth Date: MONTH DAY YEAR

3 Residence: STREET ADDRESS APT. NO. MUNICIPALITY

4 I have resided at the above address since: MONTH DAY YEAR COUNTY ZIP

5 Where did you last register to vote? STREET ADDRESS APT. NO. MUNICIPALITY COUNTY STATE ZIP

6 I am a ☐ native born ☐ naturalized (Strike one) citizen. I was naturalized MONTH DAY YEAR MUNICIPALITY STATE

7 By the time of the next general election, I will be at least 18 years of age, I will be a citizen of the United States, and I will have resided in this State at least 30 days and in the county of _____ at least 30 days. To the best of my knowledge and belief, all the foregoing statements made by me are true and correct. I understand that any false or fraudulent registration or attempted registration may subject me to a fine of up to $1,000.00 or imprisonment of up to 5 years, or both pursuant to R. S. 19:34-1.

SIGNATURE OR MARK DATE

8 I, being a registered voter in _____ county in the State of New Jersey, witnessed the above signature or mark.

SIGNATURE DATE

NAME (Please Print)

STREET ADDRESS MUNICIPALITY COUNTY ZIP

9 If the voter is unable to sign his or her name, the voter shall make his or her mark, which mark shall be witnessed. The signature, name and residence of the registered voter in the State of New Jersey who filled out this form are:

SIGNATURE DATE

NAME (Please Print)

STREET ADDRESS MUNICIPALITY COUNTY ZIP

E-100-7-76

FOLD ALONG THIS LINE BEFORE SEALING

18282

VOTER REGISTRATION FORM

PLEASE PRINT OR TYPE

1 Name: LAST FIRST MIDDLE

2 Birth Date: MONTH DAY YEAR

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SIGNATURE DATE

NAME (Please Print)

STREET ADDRESS MUNICIPALITY COUNTY ZIP

BEST COPY AVAILABLE
JUST FOLD FORM IN HALF, MOISTEN THE GUMMED AREA AND SEAL